

## **RECREATION AIDE**

### **GENERAL STATEMENT OF DUTIES:**

Performs sub-professional work of a specialized nature in the conduct of recreation activities at playgrounds, and parks and recreations centers; custodial and clerical tasks at recreation facilities. Employees of this class serve as assistants in parks and recreational areas. Related work as required.

### **ESSENTIAL FUNCTIONS:**

Assist with athletic contests and special athletic or sports events.

Check equipment in and out.

Organizes games and maintains discipline on indoor and outdoor play areas.

Assists with the teaching and instruction in the various games and rules of play.

Conducts children's activities, such as story telling, paper coloring, box play and other low organization games.

Observes necessary precautions to secure the safety of recreation participant's spectators and renders routine first aid in case of minor injury.

Assists in the conducting of special recreation activities, such as arts and crafts, dancing and drama.

Chaperones groups at dances.

Does routine custodial work.

Keeps records and attends meetings and workshops.

Maintains order, enforces compliance with rules.

Maintains equipment as necessary.

Maintain discipline among participants and patrons.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of the rules and fundamentals of various competitive sports; ability to understand and follow routine oral and written instructions; ability to maintain discipline in parks and recreation areas. Completion of a standard high school course, GED, or any equivalent combination. Considerable knowledge of resuscitation and other first aid measures and skill in their use. American Heart Association CPR certification preferred. Ability to act quickly and calmly in emergencies.

*Bloodborne Pathogen Risk within this Position  
Hepatitis B Shots or Waiver required*